

eCB eSIGNATURE INSTRUCTIONS

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eCampus-Based eSignature Instructions

History

Electronic signature for the Fiscal Operations and Application to Participate (FISAP) and other forms designated within the eCampus-Based (eCB) system was implemented beginning with the 2015-2016 FISAP due October 1, 2014 (data being reported for the Award Year July 1, 2013 through June 30, 2014 and application for funds for the Award Year July 1, 2015 through June 30, 2016),

Forms Available for eSignature through eCB

All of the forms that require signature through eCB are available for eSignature. These include:

- FISAP
- Lobbying Form
- Work Colleges Application
- Work Colleges Expenditure Report
- Title IV Aid Disbursed to Students with Intellectual Disabilities (CTP-TIV)

Authorization and Access

The Chief Executive Officer (CEO), (e.g. President, Chancellor, Owner) as designated in a school's Program Participation Agreement (PPA) is the only person authorized to sign the forms available within the eCB Web site. He or she will also be the only person authorized to complete the eSignature process.

Accordingly, the CEO/President/Chancellor at a school using the eSignature process must be enrolled as an eCB Web site user, have an FSA User ID and password, and receive and register a TFA token.

eCB User Registration

New eCB Users without FSA User ID

Enrollment as an eCB Web site user is completed using the **Registration** link on the eCampus-Based System login screen.

How to Navigate to the Registration Link on the eCampus-Based System login screen:

1. Access the eCB Web page at <https://cbfisap.ed.gov> .
2. Click the **Login** button in the middle of the page.

*A login screen titled “Login – The eCampus-Based System” is displayed. There are several links displayed immediately below the screen title. The **Registration** link is the second one from the left.*

*Detailed guidance concerning the Registration process is provided in the eCB Self Registration Guide available from the **Registration Help** link located to the left of the **Registration** link.*

Important Note: Read, Write, and Submit access to eCB are required for the CEO to be able to use the eCB eSignature functionality. The enrollment request will be reviewed and approved by the eCB Destination Point Administrator (DPA). Upon approval, the user will receive an FSA User ID and password. The school's Primary DPA will provide the user with a TFA token.

Users with FSA User ID who need access to eCB

A user who already has an FSA User ID and requires access to eCB should register for eCB access through the **Edit Account** link on the eCampus-Based System login screen. This will link eCB access to the user's existing FSA User ID.

How to Navigate to the Edit Account Link on the eCampus-Based System login screen:

1. Access the eCB Web page at <https://cbfisap.ed.gov> .
2. Click the **Login** button in the middle of the page.

*A login screen titled "**Login – The eCampus-Based System**" is displayed. There are several links displayed immediately below the screen title. The **Edit Account** link is the fourth one from the left.*

Two Factor Authentication

Two Factor Authentication (TFA) is the security process through which authorized users are required to enter two forms of "authentication" to access Federal Student Aid systems. TFA requires each authorized user to log in with a traditional User ID and Password as well as provide a One-Time Password (OTP) generated by a registered token device that is in the physical possession of the user.

Beginning August 1, 2014 all authorized users will be required to log in to the eCB Web site using a TFA token in addition to an FSA User ID (the user's eCB user ID) and password. Most eCB Web site users currently have TFA tokens because they are authorized users of one or more other Federal Student Aid systems that currently use Two Factor Authentication. **However, any authorized user who is responsible for accessing the eCB Web site and who does not have a TFA token will need to take action before August 1, 2014, as described below, in order to continue logging in to the eCB Web site.**

TFA Tokens and Registration

As noted earlier, beginning August 1, 2014, eCB Web site users will need a TFA token to log in to the eCB Web site.

Users With a TFA Token

eCB Web site users who currently have a TFA token **will not need to take any additional action** to be able to log in to the eCB Web site on or after August 1, 2014.

Users Without a TFA Token

eCB Web site users who do not currently have an FSA User ID and password **will need to take action** to be able to log in to the eCB Web site on or after August 1, 2014. These users will need to obtain a TFA token from the PDPA and register it prior to August 1, 2014 in order to be able to log in to the eCB web site.

How to register a TFA Token:

1. Go to the following URL: <https://sa.ed.gov/enrole/SAWeb/selfmenu.jsp>.
2. Click on the token registration link: **Register/Maintain Token**.
3. Enter your FSA User ID and password and click on **Login**.
4. Complete the token registration information.
5. When the **Success** message is displayed, the token has been registered.

Reminder about Suspension and Deactivation of FSA User ID's

Because the FISAP is usually handled only once per year, it is extremely important that the staff who enter data and the CEO who signs the forms electronically are aware of suspension and deactivation guidelines of their FSA User IDs and access the eCB system periodically throughout the year to ensure they maintain their access and ability to meet deadlines for submission of data and signatures through the eCB system.

Please review the January 24, 2014 Electronic Announcement on the Information for Financial Professionals (IFAP) Web site (<http://ifap.ed.gov>), Subject: Federal Student Aid System Access Change - Upcoming Suspension and Deactivation of Inactive FSA User IDs and Password Reset Change (<http://ifap.ed.gov/eannouncements/012414AIMSFebruaryRelease.html>) :

- Any FSA User ID that that has not been used with the past 90 calendar days will be suspended, and
- Any FSA User ID that has not been used within the past 365 calendar days will be deactivated

Electronic Signature is an Option

Currently all forms available through eCB are still accepted manually with a signed hard copy being mailed to the designated address and postmarked by midnight on the deadline date.

Instructions for FISAP and Other Forms

FISAP

The FISAP Instructions are available on the login page at <https://cbfisap.ed.gov> and through the Help tab at the top of the screen. They are also available through the question mark “?” icons at various locations throughout the FISAP online form.

Lobbying Form

The Lobbying Form is available from a link on the Setup tab within eCB. The instructions are available at a link at the top of the form.

Work Colleges Application

The Work Colleges Application form is available from a link on the Setup tab within eCB. The instructions are available at a link at the top of the form.

Work Colleges Expenditure Report

If your school has been accepted and participates in the Work Colleges program, the form will be available from a link on the Setup tab within eCB and the Work Colleges Expenditure Form instructions are available at a link at the top of the form. If your school is not currently participating in this program, the form will not be available on the Setup Tab and the eSignature page for this form will be greyed out and inaccessible.

Title IV Aid Disbursed to Students with Intellectual Disabilities (CTP-TIV)

If your school has been accepted and participates in the CTP-TIV program, the form will be available from a link on the Setup tab within eCB and the Work Colleges Expenditure Form instructions are available at a link at the top of the form. If your school is not currently participating in this program, the form will not be available on the Setup Tab and the eSignature page for this form will be greyed out and inaccessible.

Signing The FISAP Using eCB eSignature

The CEO must access eCB at <https://cbfisap.ed.gov>

Upon login, the eCB Setup page will be displayed. The CEO has full access to all of the school's functions within eCB except for DRAP (unless DRAP access has also been made available by the DPA). However, required data entry and submission of the forms and other access is left to the school's management and discretion.

The eSignature tab is located at the top of the Setup page.

When accessed, the eSignature page displays the forms available to the school for electronic signature.

For each form listed, a radio button is displayed to the left of the form and is used to select the form.

Viewing the Data Form

A “View Form” link is available to the right of the name of the form and when accessed, displays, for reference, a read-only version of the form to be signed.

Signature Status

The status of the Signature is displayed in parenthesis.

Status possibilities:

- Not Yet Submitted
 - Indicating that the FISAP or other form has not yet been submitted, therefore it is not available for signature.
- Signed on [date]
 - Indicating that the FISAP or other form has been submitted, and a signature has been received (by either eSignature or hard copy submission)
- Unsigned
 - Indicating that the FISAP or other form has been submitted, and is now available for signature.

Submitting an eSignature

To submit an eSignature the CEO will:

1. Select the radio button for the form to be signed electronically.
Note: Only one form may be signed at a time.
2. Although not required, it is encouraged that the CEO review the form by clicking the “View Form” link for the selected form. The populated form will be displayed for review in a pop-up screen.
3. Click the “Sign Form” button.
4. A confirmation message will be displayed at the top of the screen that requires confirmation that the form is to be eSigned or the user may cancel the procedure.
 - a. If “Cancel” is selected, the user will be returned to the eSignature screen.
 - b. If “Confirm Signature” is selected, the eSignature Confirmation screen will be displayed indicating the form has been signed by whom, the date and the time.

Reviewing the Signature Submittal at a Later Date

The eSignature submittal is recorded in the school’s Submission Log. Any user with eCB Read access or higher may review the Submission Log located on your school’s eCB Self-Service tab.

Reviewing the Completed Forms at a Later Date

The signed and submitted forms may be reviewed within eCB at any time by access the forms through the eCB Setup Tab. Additionally, the CEO may review the forms at any time after submission from the “View Form” links on the eSignature tab.